

Child Welfare Services Branch	HAWAII DEPARTMENT OF HUMAN SERVICES POLICY ANNOUNCEMENT	
	Policy No: PA 2005-2	Issuance Date: 04/29/05 Amended: 05/12/05
	Subject: MISSING CHILDREN (RUNAWAYS, WHEREABOUTS UNKNOWN) WHO ARE UNDER DHS PLACEMENT RESPONSIBILITY	

POLICY DIRECTIVE

Per Hawaii Administrative Rule, Title 17, Chapter 1601, Confidentiality, Section 17-1601-6 (16) (D), the Director of DHS has the authority to disclose Child Welfare Services (CWS) records without a court order or the consent of any third parties when a child is missing. For clarity, the definition of a missing child is when he/she runs away from or fails to return to placement, or his/her whereabouts are unknown to the assigned worker.

When a child under DHS placement responsibility (court ordered foster custody, voluntary foster custody, permanent custody, co-permanent custody, or legal guardianship) is determined to be missing as defined above by the assigned worker, DHS must immediately request media assistance to locate the child through the Director's Information Officer. The assigned worker shall complete the following within ONE WORKING day:

1. Notify the police and file a missing child report.
2. Inform parents and foster parents that the child is missing and that DHS intends to use the media to help locate the child.
3. Inform the Guardian Ad Litem (GAL) that the child is missing and that DHS intends to use the media to help locate the child if there is a GAL appointed for the child.
4. Unit Supervisor is to call the Director's Information Officer at 586-4882 to coordinate the release of information to the media, and follow up in writing via email to the Information Officer, with copies to the Section Administrator and CWSBA, with the following information:
 - name, birthdate, date the child did not return to his/her placement
 - when and where the child was last seen and what was the child wearing at the time
 - description: height, weight, color of hair and eyes, birth marks, tattoos, body piercing
 - medical conditions that require medication (diabetic, asthma, etc.)
 - status with DHS (court ordered foster custody, voluntary foster custody, permanent custody, co-permanent custody, or legal guardianship)
 - date of custody
 - date of current placement
 - provide a current photograph of the child (confirm with staff who know the child that the photograph is accurate)
5. Document the above in CPSS.